



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, City Manager

**THRU:** Ibis Berardi, Community & Economic Development Assistant Director

**DATE:** August 13, 2024

**RE:** Consideration of amendments to the City's Housing Programs Standard Operating Procedures (SOP) and HUD-required Citizen Participation Plan (CPP).

### SUMMARY:

The City administers various state and federally funded housing grant programs to assist low- and moderate-income residents of Palm Bay with down payment assistance, owner-occupied rehabilitation, emergency repairs, utility hook up (septic-to-sewer connection) assistance, and rehabilitation/new construction of affordable housing. To effectively administer each housing program under state and federal requirements, it is necessary for the City's Housing Division to have a Standard Operating Procedures Manual that outlines these requirements.

The Housing Program Standard Operating Procedures have been updated to reflect the Uniform Relocation Assistance and Real Property Acquisition Act (URA) policy, 24 CFR Part 42, at which time the CDAB recommended updating at the April 17, 2024 meeting. The CDAB also recommended to include the Build America Buy America (BABA) 2 CFR 184, and Executive Order 14005, an update HUD requires for federally assisted projects. Lastly, a minor update to the Citizen Participation Plan (CPP), as was recommended by CDAB at the May 15, 2024 meeting.

### REQUESTING DEPARTMENTS:

Community & Economic Development

### FISCAL IMPACT:

There is no fiscal impact.

### STAFF RECOMMENDATION:

Motion to approve the Housing Policies and Procedures and the Citizen Participation Plan updates.

Honorable Mayor and Members of the City Council

Legislative Memorandum

Page | 2

**ATTACHMENTS:**

1. Housing Program SOP
2. Citizen Participation Plan
3. URA Policy and Procedures Rental Rehab Program